

Chapter 16 - Remote Access

April 2006

PC ANYWHERE MANAGER software makes it possible for jurisdictions that do not have the QVF on-site (“county client jurisdictions”) to access their QVF files via remote access. QVF computers that were provided by the state to each county are already equipped with this software. Accessing QVF files via remote requires the cooperation of the county and each participating local jurisdiction. At this point, no more than one remote user can be connected to the county QVF computer via PC ANYWHERE MANAGER software at any one time. However, we expect that this will change in the near future. Once the remote connection is in place, accessing local QVF files is convenient and easy!

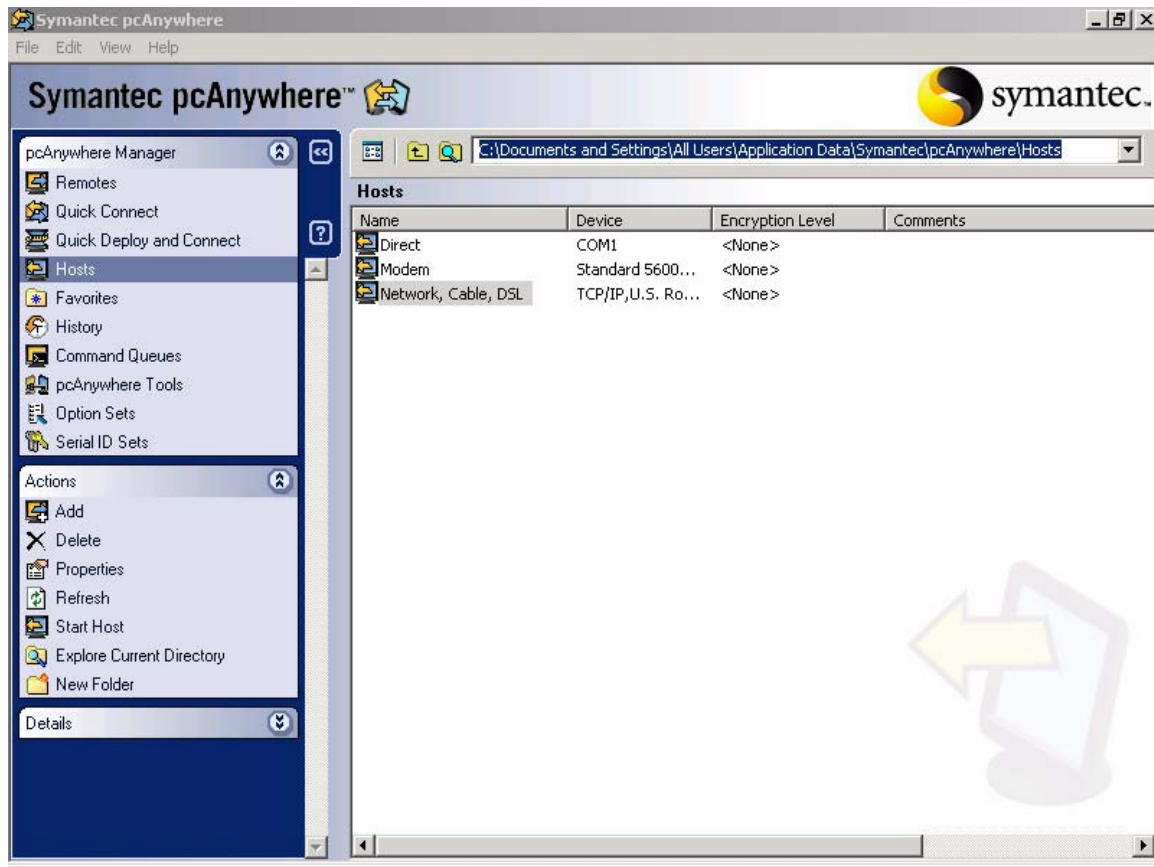
Participating “county client jurisdictions” will need the following:

- 1.) A computer with Windows 2000 or Windows XP
- 2.) PC ANYWHERE MANAGER software (version 11 or higher)
- 3.) A modem,
- 4.) A telephone line and (if using the Internet)
- 5.) Internet access. Accessing the county QVF computer via remote can be accomplished over the Internet or by directly dialing the county computer. While direct dialing is the quickest way to access the county QVF computer, this could result in long distances charges if the number is not local. In such cases, accessing the county QVF computer over the Internet is recommended.

In addition to the above, once connected, participating “county client jurisdictions” may also be able to print reports, forms and other election related files via remote access using a variety of QVF compatible printers.

For more information regarding remote access, please contact the QVF Help Desk at 1-800-310-5697.

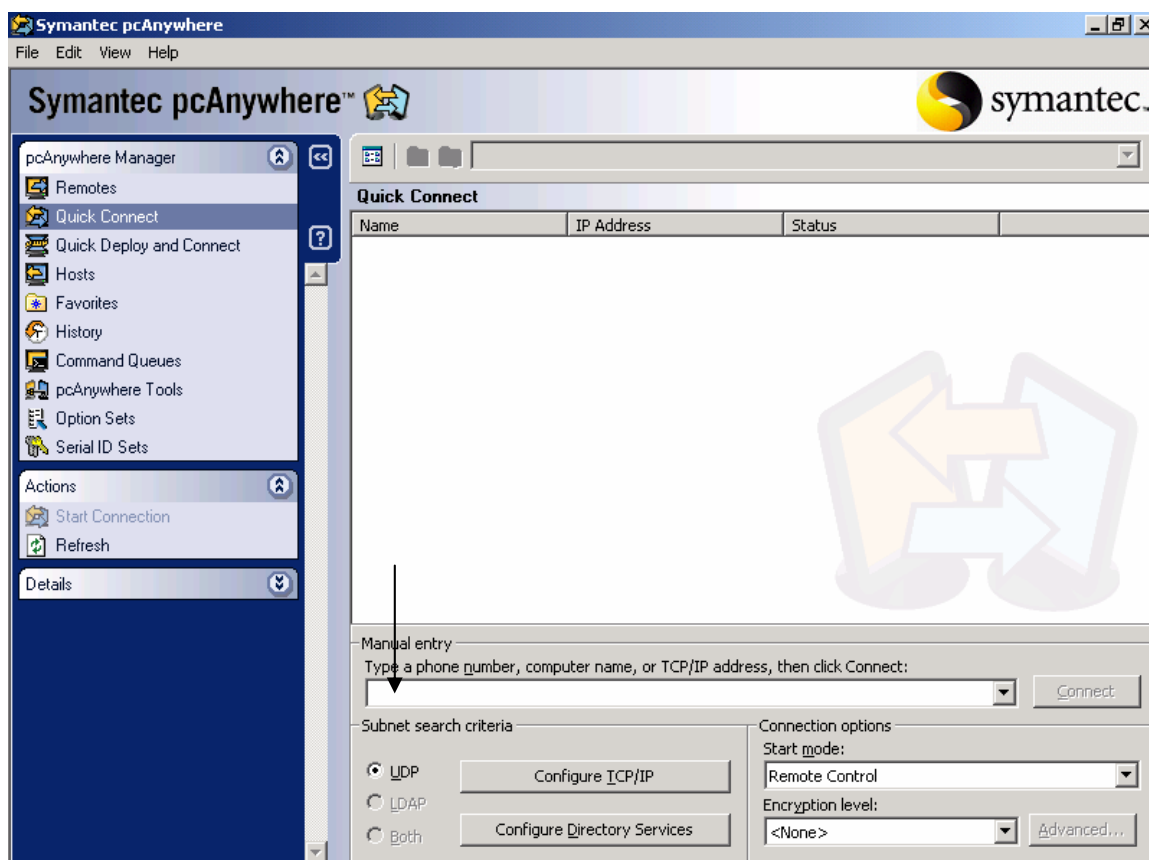
Direct Dialing to the County Computer



The first step is to prepare the county QVF computer for the remote connection by completing the following:

Action	Result
On the Windows Main Desktop, double click on the <i>PC Anywhere</i> icon.	The <i>PC Anywhere Manager</i> screen appears.
On the <i>PC Anywhere Manager</i> screen, ensure the [Hosts] button is pushed in. Then double click on the <i>Network, Cable, DSL</i> (or <i>QVF</i>) icon.	The <i>PC Anywhere Manager</i> screen drops to the task bar as an icon in the lower right corner of the screen.
The county computer is now ready to be operated by remote control.	
This set up can be left open at night and on weekends so remote users can get in at their convenience.	

The county may leave the connection open for extended periods. However, in this case, it is recommended that the county QVF computer be periodically rebooted.

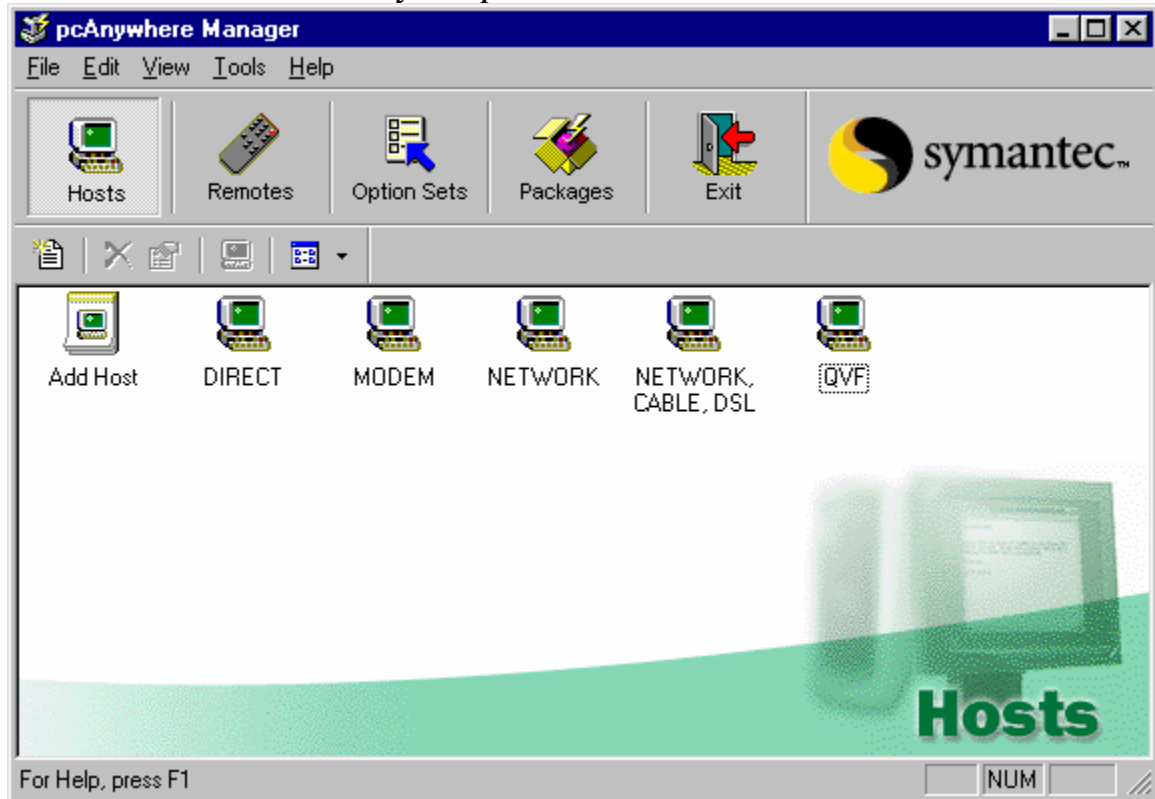


Local remote access jurisdictions initiate the connection by completing the following:

Action	Result
Double click on the <i>PC Anywhere</i> icon in the Windows Main Desktop.	The <i>PC Anywhere Manager</i> screen (in version 11) is displayed.
On the <i>PC ANYWHERE</i> screen, ensure the [Remotes] or [Remote Control] button is pushed in. Then double click on the <i>Modem</i> (or <i>QVF</i>) icon.	The <i>PC Anywhere connecting</i> screen is displayed.
In the <i>PC Anywhere Connecting</i> screen, enter the phone number to the county computer and click on the [OK] button.	The <i>PC ANYWHERE HOST LOG IN</i> screen appears with <i>User Name</i> and <i>Password</i> screen superimposed.
Enter the log in name and password supplied by the Help Desk and click on the [OK] button.	After a moment, the <i>County-Co - PC ANYWHERE</i> screen is displayed (<i>Ingham-Co - PC ANYWHERE</i> for example). You are now seeing what is on the Windows Main Desktop of the county's computer.
Double click on the Red and Black <i>Michigan QVF</i> icon.	The <i>QVF</i> Application will start running.
Enter the user name and password supplied by the County and click on the [Logon] button.	You are logged into the <i>QVF</i> software, and are now able to work in your records.

Closing the Remote Connection

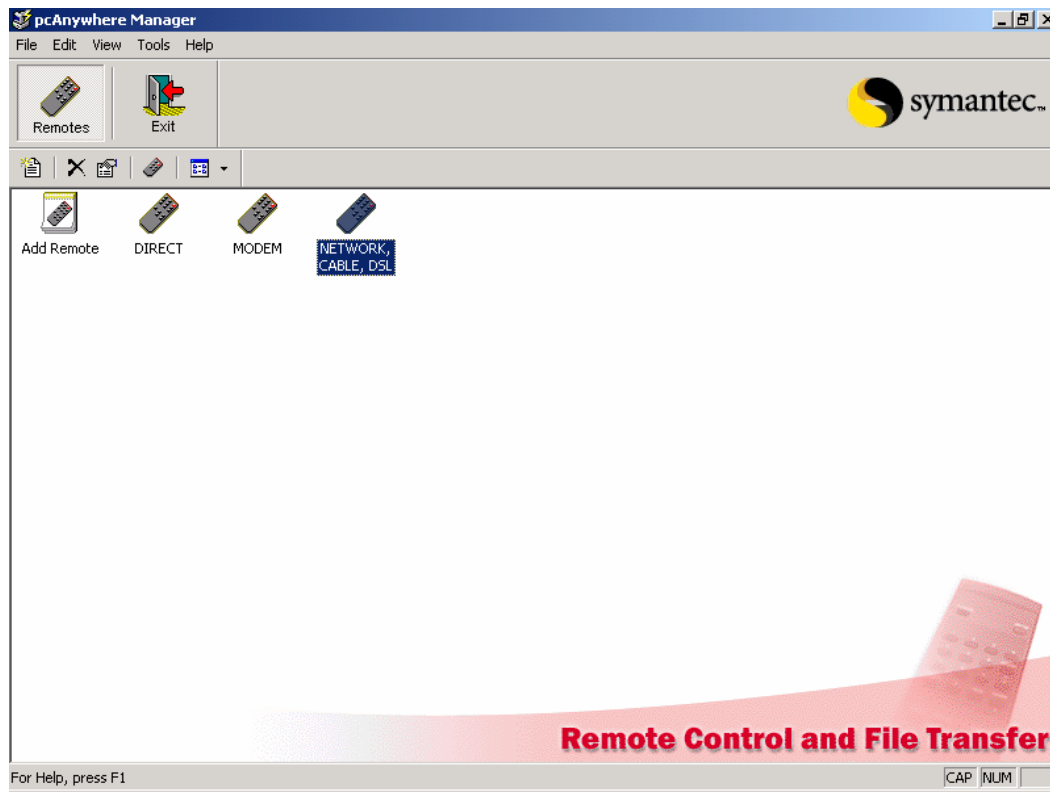
Action	Result
When you have finished, close out of the <i>QVF</i> using <i>File</i> , then <i>Exit</i> . Click on [X] in the upper right hand corner of the <i>PC Anywhere</i> screen and click on the [OK] button when the <i>End Remote Session</i> screen appears.	This will break your connection to the host computer.

Internet Connection to the County Computer

The first step is to prepare the county QVF computer for the remote connection by completing the following:

Action	Result
On the Windows Main Desktop double click on the <i>Dial Michnet</i> (<i>Dial QVF</i> in some places) icon.	The <i>Connecting Michnet</i> screen appears and automatically dials the Michnet number.
	Your internet connection is established, a small double computer icon appears in the task bar in the lower right corner of the screen.

Action	Result
Right click on the small <i>small double computer</i> icon on the taskbar in the lower right corner of the screen.	A menu appears.
Click on Status	The Michnet Status screen is displayed.
Click on the Details tab.	The Details tab appears. The <u>Client IP Address</u> (looks like xxx.xxx.xx.xx) needs to be given to the remote user when they try to connect. (This number will change every time you connect.)
After you have noted the IP address, click on the [X] button in the upper right corner of the screen.	The Michnet Status screen closes
Double click on the PC Anywhere icon on the Windows Main Desktop.	The PC Anywhere Manager screen is displayed.
Double click on the Network or QVF icon.	After a moment a small PC Anywhere icon appears on the far right side of the task bar.
The county computer is now ready to be operated by remote control.	This connection will last for about twenty minutes of inactivity. It will then disconnect from the internet and will need to be connected to the internet again.



Local remote access jurisdictions initiate the connection by completing the following:

Action	Result
Establish your internet connection.	
Get the IP address from the county	
On your Windows Main Desktop, double click on the <i>PC Anywhere</i> icon.	The <i>PC Anywhere Manager</i> screen appears.
Ensure the [Remotes] button or the [Remote Control] button at the top of the screen is pushed in.	
Right click on the <i>Network</i> icon. From the drop down menu click on <i>Properties</i> .	The <i>Network Properties</i> screen appears.
Click on the Settings tab.	The Settings tab is displayed.
Enter the IP address you received from the county in the <u>Network host PC to Control or IP address</u> field.	
At the bottom of the <i>Network Properties</i> screen click on the [Apply] button, then click on the [OK] button.	The <i>Network Properties</i> screen disappears.
On the <i>PC Anywhere</i> screen, double click on the <i>Network</i> icon.	After a moment, a screen labeled with the remote computer name (<i>Ingham-Co</i> for example) will appear. This screen will be black at first with a request for username and password.
Enter the login name and password supplied by the Help Desk and click on the [OK] button.	Your screen will show the computer desktop of the computer you are networking.
On the Windows Main Desktop of the county computer, double click on the <i>QVF</i> icon.	Enter the user name and password supplied by the County and click on the [Logon] button
	You have complete access to the <i>QVF</i> application.
When you have finished, close out of the <i>QVF</i> by clicking on <i>File</i> then <i>Exit</i> .	The <i>QVF</i> closes.
Click on the [End Remote Session] button in the <i>PC Anywhere</i> screen.	You are disconnected from the county computer.
Disconnect from the internet.	